

## **CAPITOL AND STATE OFFICE BUILDING MDF ACCESS AUTHORIZATION**

Effective: August 1, 1995  
Revised: October 18, 2000  
Owner: Loren Casterline

---

### **PURPOSE**

To outline the policy regarding the authorized access to MDF (Main Telephone Rooms).

### **SCOPE**

This policy applies to all employees of the State of Utah as well as non-state telecommunications companies and their employees providing services at the Capitol complex.

### **POLICY**

The following shall be authorized to access the MDF in the State Capitol and the State Office Building:

- ITS Communications and Installation Technicians
- AMERICOM Installation and Service Technicians
- Avaya Installation Service Technicians
- Qwest Installation and Service Technicians
- PROTEL Installation and Service Technicians
- TRITEL Installation and Service Technicians
- Steve Farr, Attorney General's Office
- Governor's Office of Planning and Budget, LAN Manager
- Mark Allred, L.R.G.C.
- Greg Johnson, Senate
- David Hart, Capitol Preservation Board

Individuals requesting access must possess the proper identification. State Employee's must have a State photo ID for access; all others must have a personal picture ID and their company ID issued in their name. Identification is required for access.



Access during regular business hours shall be gained by obtaining a card key from the ITS Technical Operations Center, Room 1100, State Office Building. The card key must be returned the same day, prior to leaving the premises, before the close of business.

Access outside regular business hours shall be gained by signing for access with the Technical Operations Center personnel, Room 1100, State Office Building. The MDF must be secured and the person signed out of the Network Control Center before leaving the Capitol complex.

Access shall not be granted by DFCM or by Capitol Security except by authorization from the Manager of Wire and Facilities, a member of that staff, or ITS upper management.

